



May 8, 2024
Agenda Item A-1

Governing Board Communication-Special Meeting

TO: MERA Governing Board
FROM: Heather Plamondon, Executive Officer
SUBJECT: Renewal of NBS Service Agreement For Measure A

Recommended Action:

Authorize the Executive Officer to enter into a new Consulting Services Agreement with NBS, once all terms are agreeable to MERA General Counsel.

Background:

In 2014, MERA entered into an Agreement to provide post election Tax Administrative Services in support of Measure A. This agreement was for an annual review of tax data to establish the proper procedure for levying the charge associated with Measure A, review exceptions and unique issues for Marin County, and process any appeals or disputes, including low-income-senior exemptions. NBS also established a toll free telephone number where callers could receive basic information on the parcel tax. The cost for this service was \$14,750.

In 2017, MERA signed an updated agreement for NBS to continue to provide the services in support of collecting the parcel tax, and agreed to a cost increase to \$20,000, annually.

In 2019, the agreement was extended for another year (2020) with an option for four additional years (2024). MERA has continued to use the services and paid the annual fee of \$20,000.

At the February Governing Board Meeting staff presented a new agreement that not only extends the Parcel Tax Administration services but also includes a substantive change in the Property Tax Exemption Public Engagement. The toll-free telephone number will still be an option, with bilingual staff available for Spanish speaking property owners; the proposal also includes an on-line user-friendly platform to efficiently manage the review, approval and refund process for exemption applications.

The 2024 Agreement has a significant price increase (NTE \$41,000) due to both the change in services being provided and the re-alignment to become current with labor costs since the last increase more than seven years ago. Staff was directed at the February meeting to do some additional research on this agreement, speak with other partner agencies about how they manage Special Tax items, and review with the County of Marin what services they provide in support of MERA Measure A. Staff worked with members of the Finance Committee to do this research and it was determined that the level of effort provided by NBS for our Measure A collection is significantly more than originally understood and the enhanced customer service through the on-line registration, which is used by other JPAs, is regarded as beneficial. Therefore, with support of the Finance Committee, Staff is recommending that we move forward with this service agreement.

This service is covered by the Measure A funds collected and has been budgeted in the 10 year and on-going cost plan that is being used for the supplemental funding call and the overall



Marin Emergency Radio Authority [MERA]

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MERA Next Gen Project Budget. This is not considered an operating expense covered by Agency Contribution.